**UNITED NATIONS** **ST**

**Secretariat**

ST/IC/1993/57
14 October 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1993 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

1. In accordance with administrative instruction ST/AI/384 and Add.1, the following information is provided on the format and procedures for the 1993 competitive examination for promotion to the Professional category of staff members from other categories. As noted in that instruction, the following occupational groups have been selected:

(a) Administration, which covers work such as that of administration, personnel, budget and project management;

(b) Electronic Data Processing, which covers work such as that of programme analysis, systems analysis and programming;

(c) Finance, which covers work such as that of accounting, auditing and finance;

(d) Security, which covers work such as that of security and safety;

(e) Statistics, which covers work done by statisticians such as research, projections and compiling of data.

## A. Written examination

2. The written examination accounts for 90 per cent of the total number of points available for each occupational group and will consist of two parts: a general paper (four hours) and a specialized paper (four hours) related to the occupational group concerned. An examination booklet will be distributed to the candidates at the beginning of each part of the examination. The examination must be written with dark blue or black pen only in the designated parts of each booklet.

3. The general paper comprises three sections:

(a) Section 1 will test candidates' ability to analyse a problem. This section consists of a text and questions based on the text. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(b) Section 2 consists of a text of a speech or a report. Candidates will be asked to summarize the text, reducing it to approximately one third of its length. The summary will be evaluated for comprehension, accuracy and clarity of thought. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 10 per cent of the marks assigned to the examination;

(c) Section 3 deals with questions on international relations. Candidates may choose any 10 among 12 questions offered. The time recommended for this section is 1 hour and 20 minutes and it has a coefficient of 15 per cent of the marks assigned to the examination.

4. The specialized paper, which tests substantive knowledge of the occupational group concerned, normally consists of 3 essay-type exercises and 10 short-answer type questions. All essays and questions are mandatory. The total time recommended for this part is four hours and it has a coefficient of 55 per cent of the marks assigned to the examination.

5. As stated in paragraph 3 of administrative instruction ST/AI/384/Add.1, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requirement of proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 (drafting test) in either English or French. Alternatively, candidates may elect to take the entire written examination (parts 1 and 2) in a working language of a commission other than English or French and sit for a special language test in either English or French. This test consists of two parts covering, respectively, reading and writing abilities. The duration of the test is 2 hours and 30 minutes.

6. The exact time of the examinations will be adjusted for each examination centre, taking into account the various time zones, and will be communicated to each candidate. Candidates should arrive at the examination room in each centre at least half an hour in advance of the scheduled starting time and have with them a United Nations identification document, their convocation letter and pens.

7. The written examinations will be held at the designated examination centres for the occupational groups mentioned in paragraph 1 on the following dates:

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| Administration | 31 January 1994 |
| General paper | 1 February 1994 |
| Finance | 2 February 1994 |
| Electronic Data Processing | 3 February 1994 |
| Security | 3 February 1994 |
| Special language test | 3 February 1994 |
| Statistics | 4 February 1994 |

## B. Oral examination

8. Candidates may be convoked for an oral examination in accordance with paragraph 15 (b) of administrative instruction ST/AI/384/Add.2. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

9. The oral examination is scheduled to be held in April 1994.

10. Candidates will take the oral examination either in English or French, the working languages of the Secretariat, in accordance with the preference stated in their original application. The oral examination accounts for 10 per cent of the total number of points available.

11. The standardized format of the oral examination will include a 5- to 10-minute presentation of a general nature on a topic broadly related to the occupational group concerned. Each candidate will draw two topics at random from a selection prepared in advance and choose one of the topics. The candidate will then have 15 minutes to prepare an oral presentation on the selected topic. Following the presentation, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification of any of the points made by the candidate. After the presentation and related questions, the Board will ask seven other questions of a general nature also broadly related to the occupation.

12. The presentation and responses to the questions of the oral examination will be evaluated in accordance with a rating scale designed to assess the candidate's ability to comprehend topics and questions, to communicate with others and to present and illustrate with examples his or her views in a clear, logical and understandable way. In order to ensure consistency, the marking will be done separately by each member of the Board immediately after each oral examination and without relation to the grading of the written examination. The presentation will account for 45 per cent of the points assigned to the oral examination, the answers to the requests for clarification or amplification for 15 per cent and the answers to the seven other questions for 40 per cent.

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**UNITED NATIONS** **ST**

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ST/IC/1993/58
15 October 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: TIME OFF FOR VOTING ON UNITED STATES ELECTION DAY*

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 2 November 1993, should try to do so outside their normal working hours. Those who are unable to exercise their right to vote before or after their normal tour of duty may ask the executive officer of their department or office for time off of up to two hours. Executive officers will grant any such requests at times that are consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, should be treated in accordance with the provisions of staff rule 105.1(b)(ii).

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* Personnel Manual index No. 13090.